



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

*To enrich lives through effective and caring service*

October 9, 2003

To: Each Supervisor

From: Michael J. Henry   
Director of Personnel

Subject: **ORDERED ABSENCE LEAVE POLICY STATUS REPORT**

On September 9, 2003, your Board instructed the Director of Personnel, the Chief Administrative Officer (CAO), and County Counsel to prepare a Countywide policy regarding administrative leave, to review the policies of Orange and San Diego Counties and to report back to the Board within 30 days with a recommendation for approval. This is to provide a status on the development of this policy.

We contacted Orange and San Diego Counties, as well as other related agencies, and reviewed their policies on administrative leave. The Department of Human Resources, in consultation with CAO and County Counsel, also reviewed the practices currently used in County departments. There is an existing payroll code of Ordered Absence Leave used to cover an ordered absence, such as when an employee is ordered off the job pending an investigation. We are currently developing a draft policy which will provide specific guidelines and procedures when taking this action in order to minimize the cost to the County.

Upon completion of the draft policy, we will notify the appropriate labor unions. We anticipate this process to be completed within 60 days.

Please contact me if you have any questions or your staff may call Susan Toy Stern, Chief Deputy Director, at (213) 974-2631.

MJH:STS  
SKT:smh

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

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